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12 July 1968

MEMORANDUM FOR: 25X1A9a
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SUBJECT : Visits to Records Management Officers

1. Our Visits to Records Officers last December has brought many benefits to the Records Program here and in the Components. We must continue these visits at least annually.

2. I intend to continue my effort to see every RMO personally but I will appreciate if each of you will select ten RMC's and personally visit them and review the status of their program before the end of this year. Your individual reports on these visits will be very helpful to me.

25X1A9a 3. 25X1A9a again will be the Coordinator of the selection list. 25X1A9a will report to me by the 1st and 15th of each month on the progress of the visits and reports completed. At least half the visits should be completed before the mid-October Records Conference.

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25X1A9a

CIA Records Administration Officer

25X1A9a
DDS/SSS/RAB/25X1A9a:fms (12 July 68)

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